

**2008-2009 AmeriCorps Instructional Support Team  
Butler County Board of Education**



**Site Supervisor Agreement Manual**

# **WELCOME to the AMERICORPS INSTRUCTIONAL SUPPORT TEAM (AIST)!**

**As a site coordinator, you are essential to the success of the AmeriCorps Instructional Support Team program. The members that serve with you, in addition to those serving at other Butler County sites, will contribute hundreds of thousands of hours in our community and across the state during the next year. Thank you for this commitment to service, citizenship, and community enhancement.**

**This manual is designed to assist you in your leadership role. It contains important information. In addition, it contains many changes from last year's manual. Please closely read each section and contact the Program Director Carol McArthur concerning any questions about this manual or the AmeriCorps Guidelines.**

**YOUR WORLD.  
YOUR CHANCE TO MAKE IT BETTER.**



**Carol McArthur, Program Director    334-382-5199, ext. 1401  
Kathy Worrell-Higdon, Program Administrative Assistant    334-382-5199, ext. 1402**

## INTRODUCTION

AmeriCorps is the service program of the Corporation for National and Community Service. The Corporation, headquartered in Washington, DC, receives special funding from the federal government. Over 75,000 members will serve nationally each year and receive educational awards for their service. AmeriCorps is a program, which tackles specific needs identified by the community. Over 2,600 agencies across America will participate in establishing the AmeriCorps national service network. Each AmeriCorps program must address an area of national concern within their local community. These areas are education, public safety, human needs and the environment. In the quest to address these needs, AmeriCorps will: get things done, strengthen communities, encourage responsibility and expand opportunity.

### **The AmeriCorps Instructional Support Team (AIST)**

The AmeriCorps Instructional Support Team is a local adaptation of the national AmeriCorps program, established in 1997 by the Butler County Board of Education. This program addresses the issue area of school success. Members will provide assistance to rural students in grades preschool - 1 at W.O. Parmer Elementary School, McKenzie School, R.L. Austin Elementary School and Pre-School programs that are at-risk of school failure. Members will provide before school, classroom, after school, weekend, and summer assistance programs for the students. Members will be assigned to a team to serve at one or more school sites (although assignments may change during the year). This program consists of twenty (20) full-time members, four (4) service sites, AmeriCorps Program Director, and an AmeriCorps Administrative Assistant. While each site will use different techniques and programs to assist their students, all members strive toward a common goal-- to enhance the education of our students. For more information/visit AIST web site---[www.butlerco.k12.al.us/americorps](http://www.butlerco.k12.al.us/americorps) or the Alabama web site ---[www.servealabama.gov](http://www.servealabama.gov) or the CNCS web site---[www.nationalservice.org](http://www.nationalservice.org)

### **Member Service Activities**

There are no typical AmeriCorps service activities. Service Activities will vary from day to day. Members will be: assisting students one-on-one and in small groups; assisting with before school, during school, after-school, weekend, and summer programs; recruiting volunteers; attending faculty meetings; attending Butler Board of Education meetings; public speaking; attending weekly AmeriCorps member meetings; and much more.

### **Qualifications**

*Anyone may apply who meets the following minimum qualifications:*

- (1) U.S. citizen or permanent resident alien,
- (2) 18 years of age,
- (3) high school graduate or GED certificate (those with GED must have attended a secondary school for one year),

- (4) completed a minimum of 60 credit hours of higher education or passed the WorkKeys
- (5) able and willing to commit to a minimum of 1,710 hours of participation over a period of 9 to 12 months and also meet the performance standards established by the program, and
- (6) available for flexible service schedule (including: before school, during school, after school, weekend, holidays, summer months, evenings, nights, and multi-day out-of-town trips).
- (7) able and willing to commit ONE FULL YEAR of service (including summer months, starting October 1 and ending September 30),

*Applications are available from the AmeriCorps Office at the Butler County Education & Community Center, 211 School Highland Rd., Greenville, AL 36037.*

### **Expectations of members**

Members are required to work **FULL TIME** until the end of the service term (September 30) with AmeriCorps. Full time service is 40 or more hours per week with a minimum of **1710 hours** during the service year (including holidays, weekends, and summer months). Members are expected to uphold the mission and goals of the AmeriCorps program, AmeriCorps Instructional Support Team, the Butler County School Board, and the participating school sites. Members must understand and accept that they will become role models for the students and community. Members will also be expected to keep weekly service logs, attend program training sessions and trips, attend school training and faculty meetings, attend School Board or committee meetings, attend weekly member meetings, attend state-wide AmeriCorps activities, and work to the best of one's ability with a positive attitude. Members are expected to report to the assigned school/training activity/ meeting, dressed according to the dress code, and ready at the time specified. Tardiness or unexcused absences are not tolerated. Members are limited to a total of two (2) personal leave days per annual service term and one (1) sick leave day per month.

### **Member Service Hours**

Service hours (daily/weekly schedule) are set by the school sites and the AmeriCorps program director. AmeriCorps service is not a 9 to 5 job. Whereas most days will consist of 7:30 am -5:00 pm, members are expected to be available before school, during school, after school, weekend, holidays, summer months, evenings, nights, and multi-day out-of-town trips. At times, members of this AmeriCorps program will participate in national and/or statewide service days, activities, and programs (some of these events will be during school holidays, on weekends, and during the summer).



The Corporation for National and Community Service, the parent organization of AmeriCorps, was established in 1993 to engage Americans of all ages and backgrounds in community-based service. It supports a range of national and community service programs, providing opportunities for participants to service full-time and part-time, with or without pay, as individuals or a part of a team... AmeriCorps engages thousands of Americans on a full or part time basis to help communities address their toughest challenges while earning support for college, graduate school, or job training. AmeriCorps joins a long tradition of programs encouraging and rewarding service -- programs like the Civilian Conservation Corps, the Montgomery GI Bill, and Peace Corps.

### **The AmeriCorps Pledge**

I will get things done for America  
to make our people safer, smarter, and healthier.  
I will bring Americans together  
to strengthen our communities.  
Faced with apathy, I will take action  
Faced with conflict, I will seek common ground.  
Faced with adversity, I will persevere.  
I will carry this commitment with me  
this year and beyond.  
I am an AmeriCorps member ...  
and I will *get things done*.



# **AmeriCorps Instructional Support Team Butler County Board of Education**

## ***AmeriCorps Office***

The Butler County Education & Community Learning Center  
211 School Highland Road  
Greenville, AL 36037  
334-382-5199 ext. 1401 334-382-7592 (Fax)  
<http://www.butlerco.k12.al.us/americorps>

## **Mission Statement**

The mission of AmeriCorps Instructional Support Team,  
like that of the Butler County School System, is as follows:  
To provide each student, through well defined instructional programs,  
diversified extracurricular activities, and appropriate student support personnel  
services, the opportunity to achieve maximum success in academic performance  
and to further enhance student's options and opportunities in leading  
successful and productive lives.

## **2008-2009 School Board Members**

**Ms. Linda Hamilton**  
**Mr. Joseph Lisenby**  
**Mr. Johnny Lee**  
**Mr. Billy Wayne Jones**  
**Mr. Terry Williams**

**Mike Looney, Superintendent of Education**



**The AmeriCorps Instructional Support Team**  
**will assist students at the following sites:**

**W. O. Parmer Elementary School**  
**100 Butler Circle**  
**Greenville, AL 36037**  
**334.382.8720 382.382.2425 (Fax)**  
Catherine Sawicki, Principal

**McKenzie School**  
**P.O. Box 158**  
**McKenzie, AL 36456**  
**334.374.2711 334.374.8108 (Fax)**  
Randy Williams, Principal

**R.L. Austin Elementary School**  
**P.O. Box 519**  
**Georgiana, AL 36033**  
**334.376.2260 334.376.9556 (Fax)**  
Alton Abrams, Principal

**Greenville Elementary School**  
**102 Butler Circle**  
**Greenville, AL 36037**  
**334.382.7614 334.382.7735 (Fax)**  
Dr. Tera Simmons, Principal

**Pre-School Programs**  
**Education & Community Center**  
**211 School Highland Road**  
**Greenville, AL 36037**  
**334.382.5199 334.382.7592 (Fax)**  
Amy Bryan, Federal Programs Coordinator

**Head Start Pre-School**  
**BCECC**  
**211 School Highland Road**  
**Greenville, AL 36037**  
**334.382.8034**  
Dorothy Jordan, Director

**Greenville High Vocational Center**  
**100 Tiger Drive**  
**Greenville, AL 36037**  
**334.382.2608 334.382.7202 (Fax)**  
Joseph West, Career / Technical Ed. Director

**Dunbar Recreational Center**  
**School Highland Road**  
**Greenville, AL 36037**  
**334.382.8708**  
Jerome Harris, Recreation Director

**YMCA**  
**177 Academy Drive**  
**Greenville, AL 36037**  
**334.382.0550 334.382.0201 (Fax)**  
Amanda Phillips, Director

**“Every Child Deserves a Chance”**  
**Greenville Housing Authority**  
**Greenville, AL 36037**  
**334.382.6581**  
Dorothy Berry, Instructor

## **AmeriCorps Mission**

Needs and Services Activities  
Community Strengthening  
Encouraging Responsibility  
Expanding Opportunity

### **Needs and Services Activities**

AmeriCorps provides service to address Americans' educational, public safety, human, and environmental needs. By performing direct service and achieving demonstrable results in meeting such needs, AmeriCorps will secure a smarter, safer, and healthier future for the Americans they touch.

### **Community Strengthening**

While we rightly celebrate the ways we differ, we also need to remember the values we share. AmeriCorps strengthens communities in two ways. First it unites citizens from different backgrounds in improving our communities. Second, AmeriCorps brings together diverse institutions in partnerships to **get things done** in communities.

### **Encouraging Responsibility**

AmeriCorps strengthens the spirit of citizenship. Through service, discussion of service, and education about service, AmeriCorps enables members to see themselves as problem-solvers, not problems and to become leaders, not just be followers and to act on their responsibility, not just their rights. While strengthening their desire to serve, AmeriCorps gives members the tools to fulfill their responsibility throughout their lives.

### **Expanding Opportunity**

The experience of AmeriCorps expands opportunity in vital ways, providing invaluable life skills. Members emerge knowing how to teach, touch and build lives.

## **Annual Performance Measurements for the AmeriCorps Instructional Support Team**

In order to measure the effectiveness and impact of the AmeriCorps Instructional Support Team, nine annual performance measurements have been established. These measurements are broken into three categories: *Needs and Services Activities*, *Member Development*, and *Strengthening Communities*. Each category represents an area of focus and a structure for the activities of the AmeriCorps Instructional Support Team. These measurements are incorporated into the AmeriCorps grant and progress toward meeting



these performance measurements must be documented. Future funding of the AmeriCorps Instructional Support Team is dependent upon the program achieving the established performance measurements. Achievement and documentation of these measurements is a team effort of the participating schools, staff and teachers, the AmeriCorps members and staff, and the Butler County Board of Education's Central Office.

### **Needs and Service Activities Performance Measurements**

*Measure the effectiveness and impact member's service in the academic performance and attitude of students in the schools being served.*

#### **Measurement**

To improve school readiness, members will provide early intervention to 125 rural preschool students and their parents who are at-risk of school failure. 100% of students will master 80% of basic skills as measured by pre and post assessment tests.

#### **Measurement**

AmeriCorps members will provide daily tutoring and homework assistance to 125 rural kindergarten through first grade students (specified by the reading specialist and teacher) to help increase reading on grade level.

### **Member Development Performance Measurements**

*Measure the effectiveness of the member training and education component of the AmeriCorps program.*

#### **Measurement**

In order to acquire Instructional Support Certification, all 20 AmeriCorps members will successfully complete the 60-hour course offered by Auburn University of Montgomery, as evidenced by the certification records. AmeriCorps members will score at least 90% on Instructional Support Certification test.

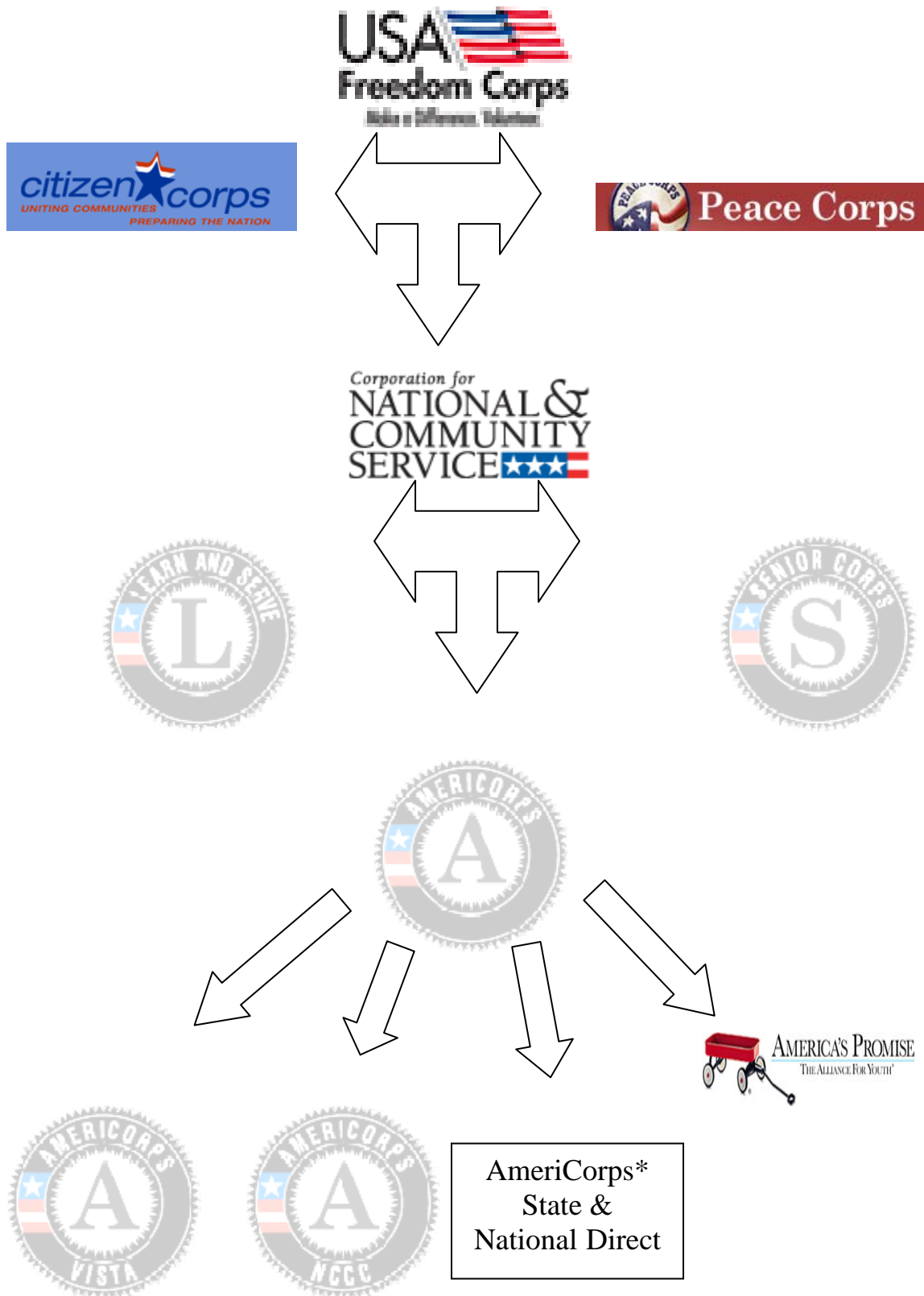
### **Community Strengthening Performance Measurements**

*Measure the impact of the AmeriCorps program in the community.*

#### **Measurement**

In order to build sustainability of the AmeriCorps Instructional Support Team, the program will recruit and involve 50 community volunteers, serving a cumulative of 3,600 hours as evidenced by volunteer participation records.

## OVERVIEW OF NATIONAL SERVICE PROGRAMS



## AmeriCorps Terminology

| Correct Terminology     | Incorrect Terminology   |
|-------------------------|---|
| AmeriCorps member       | Volunteer, worker, staff, participant, kid, student or employee |
| Living Allowance        | Stipend, salary, paycheck or wage                               |
| Serve, service          | work  |
| Service site            | Work site, job site   |
| AmeriCorps              | AmeriCorpse, AmeriCrops, Americorps, AmeriCorp or Americorp     |
| Position description    | Job description   |
| Member Agreement Manual | Contract  |

## Helpful Websites

[www.nationalservice.org](http://www.nationalservice.org) and [www.americorps.org](http://www.americorps.org) -- Information from CNCS, from the official program guidelines to electronic copies of the AmeriCorps logo for you to use.

[www.lifetimeofservice.org](http://www.lifetimeofservice.org) – The site may be useful for members because it has content on after-service options like continued health insurance and education award information and those who would like to continue volunteering.

[www.nationalserviceresources.org/resources](http://www.nationalserviceresources.org/resources) -- The National Service Resource Center (NSRC) is part of a network of over twenty organizations providing training and technical assistance to Corporation-funded programs. This website includes access to a lending library, a master training calendar for corporation sponsored events, and many online resources.

[www.butlerco.k12.al.us/american](http://www.butlerco.k12.al.us/american) -- The AmeriCorps Instructional Support Team homepage provides information and forms available for printing.

- Members should identify themselves as AmeriCorps members (not volunteers or staff), and school sites should introduce the AmeriCorps members as AmeriCorps members (not staff or volunteers).
- Members should frequently wear AmeriCorps service gear, especially for photos & events. *The AmeriCorps classic gray uniform should only be worn by members and alumni.*
- The sites where members serve must have AmeriCorps signs posted at all times.

## **National Days of Service / Statewide Events**

**Make a Difference Day (October 25)** Make a Difference Day, sponsored by USA Weekend, is held each year on the fourth Saturday in October. National service members have found this a wonderful opportunity to show their organizational strength by leading Make a Difference Day service projects, positioning their program as a community resource and getting things done. Additionally, many have found this a natural time to kick off their year of service by linking their Opening Day Ceremonies to a day of service. For more information on Make a Difference Day, visit [www.makeadifferenceday.com](http://www.makeadifferenceday.com).

**Governor's Volunteer Leadership Conference (December 2-4)** Each year the Governor's Office of Faith-Based and Community Initiatives and the Alabama Department of Homeland Security host the annual Alabama Citizen Corps Conference. This conference brings together leaders from both professional and volunteer organizations from around Alabama and around the South. What began as a conference focusing strictly on Citizen Corps programs has now expanded to include National Service Groups like AmeriCorps and Senior Corps, Voluntary Organizations Active in Disaster, state agencies, Volunteer Centers, and faith and community-based organizations.

**Martin Luther King Day (January 19)** The bill that made Martin Luther King Day a national holiday was actually entitled The King Holiday and Service Act. From the beginning, the holiday was intended to be a day for people to donate their time and make their communities better. There are, of course, many resources on the web. Try [www.mlkday.org](http://www.mlkday.org) and [www.nationalservicecatalog.org](http://www.nationalservicecatalog.org) for a list of project ideas and resources.

**National Youth Service Day (April)** National Youth Service Day has three primary goals: to mobilize youth to identify and address the needs of their communities through service; to recruit the next generation of volunteers; to educate the public about the year-round contributions of young people as community leaders. Over the past 14 years, National Youth Service Day has brought together more than 22 million people in thousands of communities nationwide.

### **National Volunteer Week (April)**

**Statewide AmeriCorps Week (May 9 – 16)** AmeriCorps Week is a recruitment and recognition event designed to bring more Americans into service, salute AmeriCorps members and alums for their powerful impact, and thank the community partners who make AmeriCorps possible. AmeriCorps Week provides an opportunity for AmeriCorps members, alums, grantees, program partners, and friends to shine a spotlight on the work done by members in communities across the country and to motivate more Americans to join AmeriCorps or volunteer in their communities.

## 2008-2009 AmeriCorps Training Schedule

### **National AmeriCorps Days**

|   |                     |
|---|---------------------|
| Make A Difference Day   | October 25, 2008    |
| Governor's Volunteer Leadership Conference / Statewide member Opening Ceremony & Training in Mobile | December 2-4, 2008  |
| Martin Luther King Day  | January 19, 2009    |
| National Volunteer Week   | April 13 – 19, 2009 |
| National and Global Youth Service Day   | April 21-23, 2009   |
| Join Hands Day  | May 5, 2009         |
| Statewide AmeriCorps Week   | May 9-16, 2009      |
| Statewide AmeriCorps Event (mid or end year)  | TBA (May or Aug.)   |

### **Butler County School System Days**

|                              |                   |
|------------------------------|-------------------|
| Professional Workdays        | January 5-6, 2009 |
| Workdays                     | May 29, 2009      |
| System Institute Days        | TBA (August 2009) |
| School Pre-Service / Workday | TBA (August 2009) |

### **AmeriCorps Instructional Support Team Trainings**

|  |                     |
|--|---------------------|
| Orientation: AIST                                  | October 1, 2008     |
| Special Services                                   | October 2, 2008     |
| Alabama Code of Ethics / Legal Issues /NCLB        | October 2, 2008     |
| Early Childhood Development / Child Abuse Policies | October 2, 2008     |
| Reading Initiative & Lang. Arts Development / Math | October 3, 2008     |
| Prohibitive Activities                             | October 3, 2008     |
| Professional Image & Communication Skills          | October 4, 2008     |
| Disability Inclusion                               | October 4, 2008     |
| Art in the Classroom                               | October 4, 2008     |
| Professional Image II                              | October 5, 2008     |
| First Aid, CPR Training/Certification              | October 8 – 9, 2008 |
| Technology and Media Training                      | October 9-10, 2008  |
| Disaster Preparedness                              | October 10, 2008    |
| Nutrition Training                                 | November 5, 2008    |
| Multi-Cultural Diversity Training                  | TBA (Feb. 2009)     |
| Conflict Resolution                                | TBA (Feb. 2009)     |
| Time and Stress Management                         | TBA (March 2009)    |
| Financial Management                               | TBA (March 2009)    |
| Teambuilding                                       | TBA (June 2009)     |
| AIST member Graduation                             | TBA (Sept. 2009)    |
| Weekly Meetings                                    | Every Friday @1:30  |

### **Holidays**

Columbus Day/Fall Break (October 13-14), Veterans Day (November 11), Thanksgiving (November 24-28), Winter Break (December 22 – January 2), President's Day (February 16), March Holiday (March 16), Spring Break (April 13-17), Memorial Day (May 25), Independence Day (July 4); Labor Day (September 1)

## **AmeriCorps Instructional Support Team Operating Site Agreement**

This agreement is entered into between the AmeriCorps Instructional Support Team and \_\_\_\_\_ for the AmeriCorps Instructional Support Team 2008-2009 program year. The following is understood and agreed to by the parties:

### ***AmeriCorps Instructional Support Team's Role and Responsibilities***

*As the legal grantee of the AmeriCorps Instructional Support Team, the program will:*

- A. Provide AmeriCorps members' living allowance (salary) upon submission of the weekly Service Log (time and activity sheet) signed by the member and approved by a supervisor/director representing your organization. The hours served by the AmeriCorps member with your organization.
- B. Serve as the primary provider of training and technical assistance for members throughout the program year. Such assistance includes:
  - 1. A program director employed by the Butler County Board of Education to oversee the Program and assist Operating Site representatives and members throughout the program year. Carol McArthur will be the Program Director for the 2008-2009 program year, and will be the representative of the AmeriCorps Instructional Support Team with respect to all references to the program herein, unless otherwise specified;
  - 2. Recruitment of AmeriCorps members for placement at the Operating Site;
  - 3. Provision of recruitment materials for members from the community served by the Operating Site, including program brochures, videos and applications;
  - 4. Development of yearly schedule for the members, including training sessions, seminars, youth meetings, members' working group meetings, conferences and community events;
  - 5. Regular site visits by Program Director;
  - 6. Weekly leadership training sessions for members;
  - 7. Provisions of uniforms for members.

- C. Provide an orientation conference for AIST members and Site Supervisors. Participants will receive information and training on:
1. Members' service requirements and benefits, as well as instruction on time and activity reporting, other documentation on AmeriCorps and the Butler County Board of Education Code of Conduct, and Policy and Procedures plus program personnel policies, and grievance procedures;
  2. The AmeriCorps and the National Service movement and the AmeriCorps Instructional Support Team, its goals and objectives;
  3. Members will earn The Auburn University at Montgomery(AUM) Teacher Assistant Certification (60-hour course) and become certified in Community First Aid and CPR;
  - 4. Supervision of members.**
- D. Develop and distribute forms for the effective evaluation and continuous improvement of the program, including training questionnaires, community assessments, Time and Activity reports, and member service evaluations.
- E. Provide copies of annual audit if required by OMB Circular A-133
- F. Provide accounting services for the overall project to include processing of living allowance payments, initial registration and maintenance of worker's compensation and other required benefits.

### ***Operating Site's Roles and Responsibilities***

- A. Identify a site supervisor to provide daily, direct supervision of the members. His/her responsibilities include:
1. Participating in the interview process for member applicants;
  2. Attending a pre-service orientation conference session organized by the AIST and described In Paragraph I. C. above;
  3. Providing an office orientation for new members to introduce Operating Site staff and explain office policies;
  4. Submitting mid-term and post-service evaluation forms for each member to the AIST with forms provided by the program;
  5. Acting as an informational liaison between the AIST and the Operating Site's members, and assuring that members in violations of

the terms of their member Service Agreement/Butler County Code of Conduct are disciplined in a manner consistent with that agreement. All disciplinary actions (verbal or written) must be documented, with the documentation sent to AIST.

- B. Permit the members the time to attend all AmeriCorps Instructional Support Team training sessions.
- C. Ensure that members are not assigned to activities that would result in displacement for a paid worker, or that would normally be done by a paid worker.
- D. Ensure that members will not engage or participate in any of the following:
  - 1. Writing or assisting in the preparation of any reports or proposals for the AIST or any other grant to benefit the program;
  - 2. Serving as clerical or other secretarial support for any Operating Site **staff** (i.e. making copies of educational materials during instructional time);
  - 3. Engaging in any political activities or any activities designed to affect legislation or the outcome of any election to political office;
  - 4. Organizing protests, petition, boycotts or strikes;
  - 5. Promoting, deterring or assisting in union activities;
  - 6. Providing religious instruction, conducting worship services, or engaging in any other religious activity as part of their duty as a member; and
  - 7. Providing a direct service to any for profit organization or entity;
  - 8. Collection of any money, checks, or money orders for any reason, which is strictly prohibited by CNCS.
- E. Complete quarterly reports and other surveys and reports as required by the AIST and the Commission, including financial statements consistent with OMB Circular AA-133 and Commission requirements.
- F. With respect to dispute resolution with a member or the AIST on a complaint arising from the interpretation or application of personnel policies or practices, comply with the Grievance Procedure outlined in the Butler County Board of Education Policy and Procedures/AIST member's Code of Conduct.
- G. The Operation Site understands that any photograph, audio recording, video or film taken of the Operating Site in conjunction with AmeriCorps or the AIST can



be used by the Commission and /or AIST with out the Operating Site's express permission. The Operating Site foregoes any rights to royalties in conjunction with photographs, audio recordings, video or film.

- H. If either the AIST or the Operating Site release a member from service for any reason, the AIST is under no obligation to find a replacement member for the Operating Site.

## **Amendments to this Agreement**

This agreement may be changed or revised with the written consent of both parties.

### **Authorization**

The Operating Site and the AIST hereby acknowledge by their signatures that they have read, understood, and agreed to the terms of this document.

Signature:\_\_\_\_\_

Print Name and Title:\_\_\_\_\_

Operating Site:\_\_\_\_\_

\_\_\_\_\_  
Carol McArthur, Program Director  
AmeriCorps Instructional Support Team

## **AmeriCorps member Code of Conduct / Program Policies and Rules**

*Regulations and procedures are necessary to the orderly progress of every organization. This code of conduct is intended to facilitate productive and satisfactory working relationships based on trust, self-discipline, and respect for the rights of others. Committing any of the following infractions will lead to immediate disciplinary action, which may result in termination of contract.*

### **The AmeriCorps Instructional Support Team specifically prohibits the following:**

1. Giving false or misleading information on service or program records, including but not limited to: application for employment, service logs, mileage requests, health care records, child care applications.
2. Theft, unauthorized use, or unauthorized removal of AmeriCorps, school or Board property or resources
3. Fighting (physical or verbal) while on duty
4. Possession or drinking of any alcoholic beverage or possession or use of narcotics (including items associated with drugs) while on duty
5. Reporting to service / training while under the influence of alcohol or illegal drugs
6. Insubordination
7. Stealing from fellow members, students, staff, the AmeriCorps office, participating schools, service sites, or others at any time while on duty
8. Refusing to accept a service or training assignment (including new service site or school assignments)
9. Incompetence or inefficiency in student care
10. Unauthorized absenteeism or tardiness
11. Sleeping during service or training assignments
12. Leaving service or training assignments without permission
13. Unauthorized release of confidential or official information, documents, or materials
14. Failure to maintain satisfactory interpersonal relationships with students, staff, parents, guardians, other members, and supervisors
15. Unauthorized possession of weapons, firearms, or explosives (including likeness, replications, toys, non-working items) on school property or at other service or training sites
16. Failure to perform service or training assignments in a manner consistent with being a positive role model
17. Smoking on school property or at other service or training sites or within view of students (including off the property)
18. Failure to inform the AmeriCorps program director within 24 hours in writing of any arrest or conviction during the term of service
19. Interference with any relative at service site (i.e., child, child's teacher and/or parent)

### **V. Rules of Conduct**

- (a) The member is expected to, at all times while acting in an official capacity as an AmeriCorps member:

- (1) demonstrate mutual respect toward others,
  - (2) follow directions (oral and written),
  - (3) understand and follow all rules, guidelines, policies and regulations of the Corporation for National and Community Service, the Butler County Board of Education, the AmeriCorps Instructional Support Team, and the Participating Schools,
  - (4) direct concerns, problems and suggestions to the appropriate program official,
  - (5) not engage in activity which is attempting to influence legislation or an election or aid a partisan political organization, helping or hindering union activity, or aiding a business organized for profit,
  - (6) notify the Program of any change in phone number or address,
  - (7) abide by the AmeriCorps Instructional Support Team Code of Conduct.
- (b) **At no time may the member:**
- (1) engage in activity that is illegal under local, state or federal law,
  - (2) engage in activity that is not allowable under the rules, policies and regulations of the Corporation for National and Community Service, the State of Alabama Governor's Office of Faith Based and Community Initiates, the Butler County Board of Education, the AmeriCorps Instructional Support Team, or any school the member is assigned to,
  - (3) engage in activity that may pose significant risk to self or others.
- (c) **The member understands that the following acts will also constitute a violation of the Program's rules of conduct:**
- (1) giving false or misleading information on service or program records, including but not limited to: application for employment, service logs, health care records, child care applications,
  - (2) theft, unauthorized removal of AmeriCorps, schools, or Board property or resources,
  - (3) fighting (physical or verbal) while on duty,
  - (4) possession or drinking of any alcoholic beverage or possession or use of narcotics (including items associated with drugs) while on duty (including out-of-town trips),
  - (5) reporting to service/training while under the influence of alcohol or illegal drugs,
  - (6) insubordination,

- (7) stealing from fellow members, students, staff, the AmeriCorps office, participating schools, service sites, or others at any time while on duty,
- (8) refusing to accept a service or training assignment (including new service site or school assignments),
- (9) incompetence or inefficiency in student care,
- (10) unauthorized absenteeism or tardiness,
- (11) sleeping during service or training assignments,
- (12) leaving service or training assignments without permission,
- (13) unauthorized release of confidential or official information, documents, or materials,
- (14) failure to maintain satisfactory interpersonal relationships with students, staff, parents, guardians, other members, and supervisors,
- (15) unauthorized possession of weapons, firearms, or explosives (including likeness, replications, toys, non-working items) on school property or at other service or training sites,
- (16) failure to perform service or training assignments in a manner consistent with being a positive role model,
- (17) interference with any relative at service site (i.e. child, child's teacher and/or parent),
- (18) smoking on school property or at other service or training sites or within view of students (including off the property),
- (19) failure to inform the AmeriCorps program director within 24 hours in writing of any arrest or conviction during the term of service,
- (20) failure to adhere to other policies and procedures as contained in the Code of Conduct or communicated to the member by the Program Director,
- (21) refusing to complete by the specified date or refusing to accept the terms and conditions of any written warning and reprimand.

**Prohibited Program Activities** (*AmeriCorps Provisions July 2003, pages 11-13*)

The Corporation acknowledges that religious and political activities play a positive role in healthy communities, that religion and politics are defining characteristics of many community organizations (faith-based and secular), and that religious and political belief and action are central to many AmeriCorps members lives.

However, it is important that AmeriCorps programs and their members do not appear to be taking sides religiously or politically. Consequently, we must impose a

number of limitations on activities that AmeriCorps programs can support in which members can engage while earning service hours, or when otherwise, representing AmeriCorps. AmeriCorps members are free to pursue these activities on their own initiative, on non-AmeriCorps time, and using non- AmeriCorps funds. **The AmeriCorps logo should not be worn while doing so.**

While charging time to the AmeriCorps Program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or the Corporation, staff and members may not engage in the following activities, and the grantee may not use grant funds to support the following activities:

- a.** Attempting to influence legislation.
- b.** Organizing or engaging in protests, petitions, boycotts, or strikes.
- c.** Assisting, promoting or deterring union organizing.
- d.** Impairing existing contracts for services or collective bargaining agreements.
- e.** Engaging in partisan political activities or other activities designed to influence the outcome of an election to any public office.
- f.** Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials.
- g.** Engaging in religious instruction; conducting worship services; providing instruction as part of a Program that includes mandatory religious instruction or worship; constructing or operating facilities devoted to religious instruction or worship; maintaining facilities primarily or inherently devoted to religious instruction or worship; or engaging in any form of religious proselytization.
- h.** Providing a direct benefit to:
  - i.** A for-profit entity;
  - ii.** A labor union;
  - iii.** A partisan political organization;
  - iv.** An organization engaged in the religious activities described in the preceding subclause, unless Grant funds are not used to support the religious activities; or
  - v.** A nonprofit entity that fails to comply with the restrictions contained in section 501(c) (3) of U.S. Code Title 26.
- i.** Voter registration drives by AmeriCorps members is an unacceptable service activity. In addition, Corporation funds may not be used to conduct a voter registration drive.

- j. Other activities as the Corporation determines will be prohibited, upon notice to the Grantee.

Individuals may exercise their rights as private citizens and may participate in the above activities **on their initiative, on non-AmeriCorps time, and using non-Corporation funds. The AmeriCorps logo should not be worn while doing so.**

### **FUND RAISING**

AmeriCorps members and staff are under strict federal guidelines regarding fundraising. Only the AmeriCorps program director may approve any activity, which may be construed as fundraising. Permission must be granted by the AmeriCorps program director prior to the participation of AmeriCorps members or staff in school, club, or other organization fundraisers (including, but not limited to: candy sales, flower sales, concession sales, milk / juice / drink / snack sales, school supply sales, raffles, holiday sales, and participation in events charging admission or parking fees / donations). Members participating in such activities without prior approval, even at the request of school officials, are subject to disciplinary actions up to and including release.

**a. Approved Member Activities.** Members may raise funds directly in support of service activities that meet local, environmental, educational, public safety, homeland security or other human needs. Examples of fundraising activities members may perform include, but are not limited to the following:

- i. Seeking donations for of books from companies and individuals for a program in which volunteers tutor children to read.
- ii. Writing a grant proposal to a foundation to secure resources to support the training of volunteers.
- iii. Securing supplies and equipment from the community to enable volunteers to help build houses for low-income individuals.
- iv. Securing financial resources from the community to assist a faith-based or community-based organization in launching or expanding a program that provides social services to the members of the community and is delivered, in whole or in part, through the members of the faith-based organization.
- v. Seeking a donation from alumni of the program for specific service projects being performed by current members.

**b. Prohibited Member Activities.** A member's service activities may not include the following:

- i. Raising funds for his or her living allowance.

- ii. Raising funds for an organization's operating expenses or endowment.
- iii. Writing grant applications for AmeriCorps funding or for any other funding provided by the Corporation for National and Community Service.
- iv. Writing grant applications for funding provided by any other federal agencies.

**c. Staff.** An AmeriCorps staff member's time and related expenses may not be charged to the Corporation or Grantee share of the Grant while engaged in organized fund raising, including financial campaigns, endowment drives, the general solicitation of gifts and bequests, door-to-door solicitations, direct mail, or similar activities for which the sole purpose is raising capital or obtaining contributions for the organization. Expenses incurred to raise funds may be paid out of the funds raised. Development officers and fund-raising staff are not allowable expenses.

Staff time and effort spent on raising the match requirements should be incidental to the overall management of the Program, and should be focused primarily on developing and disseminating information to potential funders on the AmeriCorps Program and its achievements. Staff can make presentations and educate funders on objectives, goals and accomplishments. Efforts to involve the community in support of the AmeriCorps program, such as obtaining medical contributions or assistance at a health fair; donations of building supplies for an AmeriCorps construction project; and coordinating community participation in and support of a serve-a-thon and service activities are also allowable.

### **Why do AmeriCorps Members have prohibited activities?**

Prohibited activities are guidelines that allow the CNCS to control its image, and to prevent individual grantees from violating federal laws that they may not be aware of. Perhaps more importantly, prohibited activities serve as a way that branches of the National Service define their limits. Each branch of the National Service program has its own individual goals. For AmeriCorps\*State and \*National Direct programs, the goal is direct service to communities, or "getting things done". The AmeriCorps\*VISTA program focuses on capacity building, and was founded on the principle of advocacy for under-represented groups. To make sure that operating sites use their members to further these goals, prohibited activities are necessary.

### **What happens when a member or program engages in a prohibited activity?**

Because a member may not receive service hours for performing prohibited activities, they can have the hours they spent performing the activities taken off of their timesheets. This is especially true when the site coordinator and/or member have already been warned that a member is performing prohibited activities. Multiple infractions of this policy may result in further disciplinary action, including termination. Infractions may also result in a program being deemed non-compliant and ineligible for continued AmeriCorps funding.

# AmeriCorps Instructional Support Team (AIST)



## SITE SUPERVISOR REQUIREMENTS

- ☐ Provide AIST Program Director with AIST member's schedule and notification of schedule changes throughout the service year.
- ☐ Sign the Site Supervisor Contract (service agreement) and return it to the AmeriCorps Instructional Support Team. Site Supervisor Manual is available online under Documents at <http://www.butlerco.k12.al.us/americorps>
- ☐ Sign members' weekly service logs concerning member's activities and member's Personal Leave Request.
- ☐ Keep a member sign-in sheet (in the main office) for daily service and after-school activities. *Form will be provided by the AIST staff.*
- ☐ Be aware of all available AmeriCorps state trainings and events and allow members' attendance whenever possible.
- ☐ Become familiar with AmeriCorps through the site supervisor manual.
- ☐ Be aware of prohibited activities.
- ☐ Display AmeriCorps sign provided by the AIST staff. If you do not have one, please contact the office (334.382.5199, ext. 1401).
- ☐ Oversee and provide feedback for members.
- ☐ Evaluate the performance of the members assigned to your site: mid-year usually required in March. *Form will be provided by the AIST staff, online or paper format.*
- ☐ Contact the AIST Program Director in event of any questions, concerns, problems, or any emergencies in regards to the AmeriCorps members, policy or procedures. AIST PD: Carol McArthur 334.382.5199, ext. 1401 [Carol.McArthur@butlerco.k12.al.us](mailto:Carol.McArthur@butlerco.k12.al.us)

---

Site Supervisor's Signature – received site supervisor manual

October 1, 2008  
Date